

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE ASSOCIATE - 30015

*Monthly Salary Range: \$2313 - \$3104

<u>Option 1 - General</u>	<u>Option S1 - Spanish Speaking (General)</u>
<u>Option 2 - Typing</u>	<u>Option S2 - Spanish Speaking (Typing)</u>
<u>Option 3 - Dictation</u>	<u>Option S3 - Spanish Speaking (Dictation)</u>
<u>Option PO1 – Slavic (Polish) Speaking (General)</u>	<u>Option MC1-Manual Communication Skills (General)</u>
<u>Option PO2 – Slavic (Polish) Speaking (Typing)</u>	<u>Option MC2-Manual Communication Skills (Typing)</u>
<u>Option PO3 – Slavic (Polish) Speaking (Dictation)</u>	<u>Option MC3-Manual Communication Skills (Dictation)</u>
<u>Option VI1 – Vietnamese Speaking (General)</u>	
<u>Option VI2 – Vietnamese Speaking (Typing)</u>	
<u>Option VI3 – Vietnamese Speaking (Dication)</u>	

Select options of your choice.

General duties: An Office Associate performs a variety of complex, specialized office support functions such as providing clerical information and assistance, typing, record processing, and secretarial and general office duties; work involves related steps, processes and/or methods requiring application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variables and identifying applicable standards; determines work methods and procedures to complete assignments; provides information/assistance to explain or clarify rules, processes or procedures; may serve as a lead worker to a small or moderate staff engaged in difficult and responsible clerical work.

Desirable training and experience: Completion of high school, plus two years of office experience; or equivalent training and experience.

Knowledges tested: Written Instructions; English Usage; Numeric Reasoning; Records Management.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:
CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:
SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435
MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005
ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, 3, PO2, PO3, VI2, VI3, S2, S3, MC2, and MC3 the candidate must demonstrate ability to type from copy at a minimum net rate of 45 words per minute. Options 3, PO3, VI3, S3, and MC3 also require that the candidates demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option PO1, PO2, and PO3 – Slavic (Polish) Speaking: At the time of the job interview, eligible will be required to exhibit ability to fluently speak and understand Slavic (Polish) and English. Failure to exhibit this ability will result in disqualification for this option.

Option VI1, VI2, and VI3 -- Vietnamese Speaking: At the time of the job interview, eligible will be required to exhibit ability to fluently speak and understand Vietnamese and English. Failure to exhibit this ability will result in disqualification for this option.

Option MC1, MC2 and MC3 -- Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Options S1, S2 and S3 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Adams, Cook (PO) (SS), DuPage (SS), Kane (SS), Knox, Lake (SS), Macoupin, Madison, Morgan (MC), Peoria (SS), Randolph, Sangamon (SS), Shelby, Whiteside, Will (SS), Winnebago.

Counties in which Option 2 positions are established: Adams, Alexander, Bond, Brown, Bureau, Carroll, Champaign, Christian, Clark, Clinton, Coles, Cook (PO) (SS), Crawford, Cumberland, DeKalb, DeWitt, DuPage (SS), Edgar, Effingham, Fayette, Franklin, Fulton, Greene, Grundy, Henry, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Kane (SS), Kankakee, Kendall, Knox, Lake (SS), La Salle, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marion, Marshall, Mason, McDonough, McHenry, McLean, Menard, Montgomery, Morgan (MC), Moultrie, Ogle, Peoria (SS), Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, Rock Island, St. Clair, Saline, Sangamon (SS), Schuyler, Shelby, Stephenson, Tazewell, Union, Vermilion, Warren, Wayne, White, Whiteside, Will (SS), Williamson, Winnebago, Woodford.

Counties in which Option 3 positions are established: Adams, Alexander, Brown, Champaign, Clinton, Coles, Cook (PO) (SS), Effingham, Fayette, Hancock, Iroquois, Jackson, Jefferson, Johnson, Kane (SS), Kankakee, La Salle, Lawrence, Lee, Livingston, Logan, Madison, Marion, Massac, McDonough, McHenry, McLean, Montgomery, Perry, Richland, Rock Island, St. Clair, Saline, Sangamon (SS), Stephenson, Union, Vermilion, Will (SS), Williamson, Winnebago.

(MC) Indicates Manual Communication Option is also established in that county.

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.